

Arkansas Health Information Technology Executive Committee

Voting Process

Only Arkansas HIT Executive Committee members, or in their absence designated alternate(s), may vote¹. If a member is absent, only one alternate may vote in his or her place; alternates have been identified in writing by members, and may be changed at any time in writing by members. Through a roll call, the chair will acknowledge the absence of any Executive Committee member and ask for the voting alternate to declare him/herself.

All actions by the Executive Committee require that at least seven votes are cast out of the 13 members or their alternates. It is acceptable for votes to be cast during meetings via telephone, videoconference or other electronic means. If seven votes are not cast, the motion will be tabled.

Electronic Voting

Electronic voting (e-mail) is an acceptable form of voting with the following conditions:

1. Motions will be emailed to all members and all alternates.
2. A voting timeframe will be identified by the chair at the time the motion is emailed.
3. Responses must be received from members and/or alternates within the specified timeframe in order to be considered as a vote.
4. If both a voting member and his/her alternate(s) return votes, only the voting members' vote will be counted.

Voting Procedure for Meetings

1. Recommended action will be presented by Co-Chair, Workgroup Member, Staff, etc.
2. Questions and discussion will be entertained from the floor.
3. Presenter will repeat the recommendation and make a request for the Executive Committee to accept the report with recommendation.
4. The Chair will recognize a member or voting alternate for a motion.
5. A member or voting alternate may make a motion to support the primary recommendation or offer an alternate recommendation/motion.
6. A member or voting alternate must second the motion.
7. Once a motion is made and seconded, only the members or their voting alternates may discuss, with no one member speaking more than twice until each member choosing to speak has spoken once. Discussion will be monitored by 15-minute periods when the chair will ask if members are ready to call the question.
8. When the question is called, members and voting alternates will cast a vote for or against, or will abstain.

9. If at least seven votes are not cast, the motion will be tabled.
10. Motions are carried by a simple majority of votes cast.
11. Substitute motions or motions to amend will follow the procedures of Robert's Rules of Order.

Guidelines for Workgroup Presentations & Recommendations to Executive Committee

1. Both Workgroup Co-Chairs should be available for presentations to the Executive Committee if at all possible; where possible a Co-Chair representing the Executive Committee should deliver the remarks with the additional Co-Chair supporting and offering comment as appropriate.
2. Each recommendation should be accompanied by a written summary which will be distributed to members and alternates at least 24 hours in advance of the vote.
3. Written summary and corresponding presentation will include:
 - a. Short summation of the recommendation to be presented
 - b. List of information that was considered that informed the recommendation, such as feasibility of option, costs, available resources, etc.
 - c. When possible, one primary and two secondary options will be presented
 - d. Positive and negative aspects of the recommendation will be discussed
 - e. Details of the vote that decided the recommendation (number of positive, negative and abstaining votes)
4. Rationale for the primary recommendation vs. other options

1 If the president [chair] is a member of the assembly, he or she has exactly the same rights and privileges as all other members have, including the right to make motions, speak in debate and to vote on all questions. However, the impartiality required of the presiding officer of an assembly (especially a large one) precludes exercising the right to make motions or debate while presiding, and also requires refraining from voting except (i) when the vote is by ballot, or (ii) whenever his or her vote will affect the result.

When will the chair's vote affect the result? On a vote which is not by ballot, if a majority vote is required and there is a tie, he or she may vote in the affirmative to cause the motion to prevail. If there is one more in the affirmative than in the negative, he or she can create a tie by voting in the negative to cause the motion to fail. Similarly, if a two-thirds vote is required, he or she may vote either to cause, or to block, attainment of the necessary two thirds. [RONR (10th ed.), p. 392-93; see also Table A, p.190 of RONR In Brief.]